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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

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ISSUED: 12 April 1944  
EFFECTIVE: 12 April 1944

TO: LIST S

SUBJECT: Courier Designation

1. Classified material shall normally be transmitted to the field through regular pouch facilities of the Army, Navy, and State Department. Such material shall only be carried by OSS personnel where (a) circumstances clearly make this necessary, and (b) the personnel in question have been appointed official Army or Navy couriers.
2. OSS personnel may be designated official couriers, contingent upon obtaining (a) prior written approval of the Security Office and (b) official Army, Navy, or Marine Corps courier orders.
3. Requests for approval of courier designation shall be submitted to the Security Office by the Travel Sponsor of the Branch or Office concerned, in accordance with paragraphs 8 and 11 of Transportation Office Order No. 1. Each such request shall be accompanied by a memorandum setting forth the circumstances which make it necessary for the individual in question to carry classified documents. The Security Office shall certify that the individual is or is not authorized to carry classified documents, provided that if courier designation has not been requested, the Security Office shall certify that the individual is not so authorized. Authorization shall not be granted by the Security Office until it has been determined that the individual has been indoctrinated in the proper courier practices and procedures. As provided in paragraph 16 of Transportation Office Order No. 1, such indoctrination shall be the responsibility of the Security Office.
4. [redacted] issued 31 August 1943 and effective 26 August 1943, is hereby rescinded.

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Acting Director

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